



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 11, no. 22

GP 3.16/3-2:11/22

October 31, 1990

DOE Pilot Project Begins

The GPO/DOE Pilot Project began this month when the information packets about the Project were mailed to potential test sites. This project is the last of the five electronic pilot projects approved by the Joint Committee on Printing (JCP). (For details on all five pilot projects, see Administrative Notes, v.9, no. 13).

The Department of Energy (DOE) and the Government Printing Office (GPO) are jointly coordinating this project to assess ways to improve the dissemination of, access to, and utilization of DOE research results. The General Accounting Office (GAO) is assisting with the evaluation of the resulting data.

The GPO/DOE Pilot Project consists of two components:

- 1) an online component that provides electronic access to the Energy Data Base (EDB), as well as an opportunity to convert COSATI to MARC-like cataloging records and upload them into the library's catalog, and
- 2) an investigation of alternative formats for dissemination of energy information. (At present, energy research is disseminated to depository libraries on microfiche. Approximately 18,000 titles were distributed in 1989.)

Test sites for the first component of the GPO/DOE Pilot Project will be selected from those 225 federal depositories currently selecting all or a portion of DOE's Contractor Reports and Publications (E 1.99;; Item Nos. 0430-M-01 through 0430-M-40). All current DOE microfiche recipients have been mailed an information packet describing the project and are being asked to return the survey form included. **For a library to be a candidate for selection as one of the 20 test sites, completed surveys must be received at the General Accounting Office (GAO) no later than December 4, 1990.** The online component of this project is scheduled to begin on February 1, 1991, and to run for six months.

The second component of the project, assessment of the optimal format for dissemination, is expected to involve a larger group of libraries than the 20 test sites for the online component. It is expected to run concurrently with the test site phase and to be completed by July 31, 1991.

For details about the GPO/DOE Pilot Project or to claim a copy of the information packet, please contact Jane Bartlett at (202) 275-1003.





United States
Government
Printing Office

Washington, D.C. 20401

October 3, 1990

Dear Documents Librarian:

The Library Programs Service (LPS) has been apprised by the Bureau of Alcohol, Tobacco and Firearms that a publication was distributed to depository libraries in error. This title, An Introduction to: The Bureau of Alcohol, Tobacco and Firearms and The Regulated Industries is "required for official use only for strictly administrative or operational purposes" under provisions of 44 U.S.C. 1902.

Descriptive information on this title:

Title:	<u>An Introduction to: The Bureau of Alcohol, Tobacco and Firearms and The Regulated Industries</u>
Shipping list #:	90-0540-P
Shipping list date:	August 27, 1990
Item #:	0971-B
SuDocs #:	T 70.2:Al 1/5/990

I am requesting that you immediately withdraw this publication and destroy it by any means that will prevent disclosure of its contents. Both LPS and the issuing agency regret any inconvenience resulting from the shipment of this "official use only" publication.

Sincerely,

A handwritten signature in cursive script that reads "Donald E. Fossedal".

DONALD E. FOSSEDAL
Superintendent of Documents

Readers Exchange

Automated Documents Check-in Using PC-File:db At Appalachian State University

Staff shortages, easier access to computers, and the desire to integrate documents workflow into the mainstream of the Library's technical services led Appalachian State University to automate documents check-in in 1989. PC-File:db was chosen as the software because it is inexpensive, can be used with IBM-compatible computers, and can perform the formatting, sorting, reporting, and statistical tasks needed. Acquisitions librarian John Heaton agreed to take over documents check-in and to develop a documents check-in screen in consultation with documents librarian Suzanne Wise.

How Automated Check-In Works

After a lot of experimentation a screen format based on that used by Augustana College¹ was designed that would meet the requirements of GPO and also supply useful information to library staff and patrons. A screen was created for every item number, whether or not the library selects it. Fields include item number, status, federal department, agency within the department, title, SuDocs number stem, SuDocs cutter number, fields to permit statistics keeping, and a note field for special instructions, such as retention and binding policies, cataloging instructions, special locations, etc.. Check-in records may be retrieved by any field, but the quickest and most often used is item number.

As documents are received, the shipping list is checked against the "receipt" field in the documents database to determine if Appalachian State University selects the item; this facilitates the check-in of documents directly from a shipping list without having to scan another list for items received. Documents are checked-in using the item number; all item numbers are entered in a four digit number-letter-two digit number sequence. For example, 24-C-2 is entered as 0024-C-02.

Once a record with the requested item number is retrieved, the SuDocs stem is checked. If the stems do not match, the next record is retrieved. When the SuDocs stems match on both item and record, that portion of the SuDocs number following the colon is entered into the "EX" field (see sample record). An abbreviated title sufficient to distinguish the piece from other issues or publications in the series is added to the "TI" field. The date received is added to the "REC" field.

The record is coded to indicate if special handling is required (see below). Specific instructions for handling are included in the "NOTE" field. For example, a publication that is classed in Library of Congress rather than in SuDocs displays the LC classification number in the note field; a periodical that is shelved on the documents periodicals shelves has special instructions (blue dot, document periodicals stamp, tattle-tape) in the note field.

There is a field to indicate special routing instructions, i.e., those documents that go somewhere other than directly to the documents periodicals, map library, census shelves, etc.

When one screen of a record is filled, a new screen is automatically created. The filled screen remains in the database with an indication that more screens with the same number are present; PC-File:dB allows you to move to Next and Previous screens to browse through multiple screens of an item number. Records are manually created in the database when new classes are added or new item numbers are created. When notified that an item has been discontinued, the effective date is noted on the check-in screen.

Because GPO still requires a printed shelflist and also because of limited storage space in the 20 megabyte computer being used (Appalachian State University selects forty-five percent of available item numbers, which takes about eight megabytes of storage annually), a printout of the entire database is generated once a year. Copies are filed in notebooks in order to create the required printed shelflist and to make check-in information on older documents available. The printouts are arranged by SuDocs number in the Reference area and by item number in the Acquisitions area. We hope to acquire a larger capacity PC to allow storing several years on disk; eventually we may be able to store the entire documents check-in file on compact disk.

Benefits of Automated Check-In

Various reports can be produced from the database, including, but not limited to: all documents cataloged in LC, documents requiring special handling, documents published by a specific government department/agency, and documents received on microfiche. Statistical reports can be produced as needed; for example, number of paper documents, microfiche documents, and total documents added and withdrawn can be displayed in a variety of formats -- tables, pie charts, graphs, etc.

Less staff time is required for automated documents check-in. Staff hours devoted to check-in and shelving have decreased from a full-time documents assistant and forty-five student hours a week to one half-time staff position plus thirty-five student hours a week.

Processing time has decreased significantly; the average turnaround time between receipt and shelving of documents is two days. The improvement can primarily be attributed to being able to check-in directly from the shipping list to the screen; in the past the check-in routine required locating the card in the card shelflist, removing it, typing the new publication information, and refiling the card for each document.

An invaluable extra benefit of automating documents check-in is that the database can be loaded on a number of different work stations in the library, thus giving Reference staff quick access to document availability without having to leave the desk. Currently the database in Reference Services is updated every two weeks; plans are underway to use a LAN (local area network) to connect several library computer work

stations so that up-to-the-minute check-in information is available throughout the building.



1. Ronelle K. H. Thompson. "Managing a Selective Government Documents Depository Using Microcomputer Technology". College & Research Libraries News 50(4):260-262, April 1989.



Guide to Documents Check-in Fields

- ITEM NO.** Primary access point. Permits rapid retrieval of document records by item number. For items not selected an item number is entered in this field with an "N" in the "REC" field, which permits verifying non-selected items that arrive with the shipping list.
- REC** Shows whether or not an item is selected. "Y" indicates that an item is selected, "N" that it is not.
- MORE** A "Y" here indicates that an item number either has more than one SuDocs classification number or that the screen for the SuDocs classification number has been filled, and there are additional screens to consult.
- STATUS** Provides a code indicating the category of a document. Facilitates handling and statistics gathering. The codes are:
- 1 - monographic document, uncataloged
 - 2 - monographic document, classified in SuDocs
 - 3 - monographic document, classified in LC
 - 4 - periodical, shelved in documents periodicals section
 - 5 - serial document, uncataloged
 - 6 - serial document, classified in SuDocs
 - 7 - serial document, classified in LC
 - 8 - microfiche, uncataloged
 - 9 - microfiche, cataloged
 - 0 - non-depository document
- SUPER** A "Y" shows retention policy (latest issue only kept, etc.) and binding instructions (do not bind, issues are superseded, etc.).
- YEAR** Current calendar year.
- DEPT** Issuing governmental department.
- AGENCY** Issuing governmental agency within the department above.
- SERIES** Series title of the document. For example, Agricultural Handbooks.

- SUDOCs** Stem of the SuDocs number. The remainder of the number, that part following the colon, is placed in the "EX" field, at the title level.
- PD** Permits gathering statistics on paper documents.
- MFT** Permits gathering statistics on titles of documents received on fiche.
- MFP** Permits gathering statistics on pieces of fiche received.
- EX** Contains the portion of the SuDocs number following the colon. The field is subcoded alphabetically in order to distinguish one entry from another. (The same is true for the "TI" and "REC" fields.)
- TI** Title of the document, abbreviated if necessary, but sufficient to distinguish it from other publications. Includes the volume and date if the document is a periodical.



Contact People

DATABASE DESIGN:

John Heaton
Acquisitions Librarian
Belk Library
Appalachian State Univ.
Boone, NC 26808
Telephone: 704-262-2769

ASU will copy its database, which includes check-in screens for all item numbers, for \$5 to cover postage and handling. You supply the disks (15 low density 3 1/2 inch disks, double sided is OK). You must also purchase the PC-File software (see below).

DOCUMENTS/REFERENCE ASPECTS:

Allen Antone
Head, Reference Services
Belk Library
Appalachian State University
Boone, NC 28608
Telephone: 704-262-2822

Suzanne Wise
Documents Librarian
Belk Library
Appalachian State University
Boone, NC 28608
Telephone: 704-262-2189

PC-FILE SOFTWARE:

ButtonWare, Inc.
P.O. Box 96058
Bellevue, WA 98009
Telephone: 1-800-528-8866

Pc-File:db has been upgraded to PC File v 5.0. It can be purchased directly from ButtonWare for \$129.95, but is sold in many computer stores for substantially less. Users' manuals are available, as is a technical support telephone number.

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SAMPLE CHECK-IN SCREEN

Current index: ITEM_NO

MOD

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ITEM-NO 0133-D-02 REC [Y] MORE [Y] STATUS [I] SUPER [ ] YEAR [1990]  
DEPT [COMMERCE ] AGENCY [CENSUS BUREAU ]  
SERIES [CENSUS OF CONSTRUCTION INDUSTRIES; PRELIMINARY IND. STATISTICS ]  
SUDOC# [C 3.245/6; ] "PD#" [ 8]"MFT#" [ 0]"MFP#" [ 0]  
NOTES [BLUE DOT; TATTLE-TAPE; CENSUS STAMP ]
```

	STEM	TITLE	RECEIVED
EX=A[CC	87-I-10]TI=A[1987... PLUMBING, HEATING, & AIR]REC=A[2/15]
EX=B[CC	87-I-4]TI=B[1987... GEN CONTRACTORS-INDUSTRIA]REC=B[2/19]
EX=C[CC	87-I-11]TI=C[1987... PAINTING & PAPER HANGING]REC=C[2/19]
EX=D[CC	87-I-19]TI=D[1987... CONCRETE WORK SPECIAL TRA]REC=D[2/19]
EX=E[CC	87-I-26]TI=E[1987... SPECIAL TRADE CONTRACTORS]REC=E[2/19]
EX=F[CC	87-I-21]TI=F[1987... STRUCTURAL STEEL ERECTION]REC=F[2/20]
EX=G[CC	87-I-25]TI=G[1987... INSTALLATION OR ERECTION]REC=G[2/20]
EX=H[CC	87-I-24]TI=H[1987... WRECKING & DEMOLITION WOR]REC=H[3/08]
EX=I[]TI=I[]REC=I[]
EX=J[]TI=J[]REC=J[]
EX=K[]TI=K[]REC=K[]
EX=L[]TI=L[]REC=L[]
EX=M[]TI=M[]REC=M[]
EX=N[]TI=N[]REC=N[]
EX=O[]TI=O[]REC=O[]

Please respond. (F10) when complete. (Alt)H for help.

Submitted by Suzanne Wise
Documents Librarian
Appalachian State University Library
Boone, NC 26808



Additions and Corrections to FAX Number Directory and Directory of Online Documents Catalogs

New Compilations Slated for New Year

Changes to the FAX number directory and to the Directory of Online Documents Catalogs keep coming! Listed below are the most recent ones. New compilations of both directories will be published in Administrative Notes in January. If you have any further additions or corrections, please send them to the Editor by **December 1, 1990**.

FAX Access to Depositories - AN-v11-#10

DL #	FAX #
0425-A	(607) 777-4848
0435	(718) 793-8049
0472-A	(419) 537-2726
0650	(509) 456-2833

Directory of Libraries with Online Documents Catalogs - AN-v11-#11

DL # 0312
Contact: Laura G. Harper
Head, Government
Publications Dept.
John Davis Williams Library
106 Old Gym Building
University of Mississippi
University, MS 38677

Phone: (601) 232-5857
(601) 232-7465
System: Marcive current &
retrospective tapes
CLSI online catalog

DL # 0425-A
Contact: Mary Hogue
Library - Documents Dept.
SUNY at Binghamton
Vestal Parkway East
Binghamton, NY 13902-6012

Phone: (607) 777-4907
System: Marcive retrospective tapes
& OCLC current tapes.
Displayed on NOTIS MDAS
& will be moved to OPAC
when procedures are
developed



Responses to Spring 1990 Recommendations of the Depository Library Council To The Public Printer

Recommendation 1: The Depository Library Council laments the fact that it is addressing the issue of the "bound" Congressional Record once again. Let there be no misunderstanding that we believe the Congressional Record is a vital part of the American political system and a unique historical record and is worthy of being preserved for the future; therefore Council recommends to the Public Printer that he request authority from the appropriate Congressional Committees to convert to microfiche the "bound" edition of the Congressional Record, Volumes 129 to 131 (1983-1985) and Volumes 132-135 (1986-1989) as soon as possible.

Council further recommends that GPO maintain both the paper and microfiche versions of the "bound" Congressional Record until such time as the CD-ROM version has been produced and evaluated for its effectiveness as a replacement for one or both of these formats. Council continues to believe that it is essential that GPO provide paper copies of the "bound" Congressional Record for distribution to all Regional Depositories, both for current research and archival purposes, and appreciates the Public Printer's efforts to accomplish this objective.

Rationale: The users of the 850 Depository Libraries that have selected the microfiche format continue to have no copy of this important title for the years 1983-1985, and this situation seems likely to continue for many months until a CD-ROM version is completed, released, and evaluated. In addition, as things currently stand, neither a paper nor a microfiche version will be produced for Depository Library distribution for the years 1986 and following.

Response: A copy of this resolution was transmitted to the Joint Committee on Printing for their response. In a letter dated July 13, 1990, Senator Wendell Ford responded as follows:

As you know, the Joint Committee has authorized GPO to proceed with the microfiche of the 1983 and 1984 bound Congressional Records. We anticipate that the 1985 edition of the bound Record will be available on CD-Rom in October of this year. Until we have had an opportunity to assess the results of the CD-Rom pilot project, the Joint Committee on Printing must withhold a final decision on whether or not to direct the microfiche of the 1985 edition. We hope that the CD-Rom format will meet with approval and acceptance by the user community.

The Joint Committee has supported GPO's budget request to make available a paper version of the bound Congressional Record to depository libraries and at a minimum to regional facilities. We agree that for historical and preservation purposes it is important that at least one paper set of the bound Record be available in each State.

Recommendation 2: The Depository Library Council recommends that the GPO submit a proposal to the Supreme Court of the United States to become a subscriber to their new pilot project to disseminate electronic text of Supreme Court opinions.

Rationale: The Supreme Court is soliciting proposals from organizations in the "business of disseminating information" that will provide the "widest dissemination of the Court's opinions." Making this information available to the Depository Libraries electronically via GPO will assure broad public access to basic government information on an equitable basis to those participating libraries electing to download this data.

Response: GPO submitted a proposal to the Supreme Court and was notified on June 12, 1990 that it had been awarded a subscription. GPO will provide electronic access to Supreme Court opinions using a bulletin board system. The files will be available in ASCII format to libraries dialing in at 300, 1200, 2400 and 9600 baud. The system will be open to any of the 1400 depositories electing to access it; libraries will be responsible for the local software to postprocess the downloaded information, as well as the telecommunications costs.

Recommendation 3: The Depository Library Council recommends that the GPO actively work with the Council in developing survey questions to be included in the next Biennial Survey of Depository Libraries to collect costs of housing and operating a Federal depository document collection.

Rationale: Cost information is a necessary component in the process of long range planning. One effort begun by the American Library Association provides a starting point which can be used by GPO and the Council in the planning process. These statistics will complement the ALA benchmark data and will assist in the establishment of realistic goals and objectives for the future.

Response: GPO will be pleased to work with Council toward developing a survey aimed at identifying depository housing and operations costs. In order to ensure that survey results are as accurate as possible, GPO proposes that:

the survey be administered to a statistically representative sample of the depository library community, enabling us to better administer the survey and more closely monitor the results;

formulas be developed to facilitate and standardize the identification of overhead costs directly related to depository operations; and

prior to the issuance of the actual survey, GPO will pre-test the survey and solicit feedback from the test sites.

Recommendation 4: The Depository Library Council requests that a report be prepared, and distributed to Council, that addresses the number and percentage of instances in which the claims were not filled due to insufficient copies.

Rationale: The data already provided by Library Programs Service and by individual Depositories indicate that an analysis of the data is needed to more fully understand the nature of the problem in order to identify appropriate corrective actions. The DLC was pleased by the statement by LPS staff in the Open Forum that this data was easily available.

Response: The following statistics on the number of unfilled claims were compiled from data entered into the Claims Processing System during the period from April 1, 1990 through June 30, 1990. Included are the number of titles distributed, the number of claims received and processed, and the percentage of unfilled claims. During the period, a total of 5401 titles were distributed. Of these, 405 (7.5%) were short of the quantity needed for distribution and could not be procured from the Documents Sales Service or the issuing agencies.

Month	Titles Dist.	Copies Dist.	Claims Total	Claims Filled	Claims Unfilled
April	1,502	713,306	2,750	2,453	297
May	1,773	779,943	3,232	2,925	307
June	<u>2,126</u>	<u>940,184</u>	<u>4,330</u>	<u>3,789</u>	<u>541</u>
Totals	5,401	2,433,433	10,312	9,167	1,145

During this three month period, LPS was unable to fill 11.1% of the claims which were received. The total number of claims received represented 0.42% of copies distributed. The number of unfilled claims as a percentage of copies distributed equals 0.047%.

Recommendation 5: The Depository Library Council recommends that key documents relating to the management and inspection of Depository Libraries, such as the Manual, Inspection Report and the like, be made available to Council for review and comment prior to their publication.

Rationale: Such a review would assist GPO in anticipating potential problems with implementation of new procedures and policies.

Response: GPO is committed to keeping Council involved in developing policies and procedures that are to be published in the Guidelines for the Depository Library System and the Federal Depository Library Manual. Insofar as these two publications are Council's products, GPO will continue to rely on Council to ensure that any potential problems with changes in procedures and policies are anticipated. Council will also be

advised of major revisions in the Instructions to Depository Libraries and accompanying changes to the Inspection Form.

Recommendation 6: The Depository Library Council recommends that the Public Printer request that the Joint Committee on Printing include the following additional information in updating the next edition of The Directory of U. S. Government Depository Libraries: FAX telephone number and E-Mail contact/address. If feasible, the percent of depository items selected should be noted in an appropriate style.

Rationale: This information will make the directory more useful and improve communications.

Response: This recommendation was transmitted to the Joint Committee on Printing. Senator Wendell Ford, in a letter dated July 13, 1990, responded:

I am pleased to inform you that the Joint Committee on Printing has implemented the Council's recommendation that FAX and E-mail numbers be included in the next edition of the Directory of Depository Libraries. Accordingly, I have sent a letter to every Federal depository asking that they verify directory information and provide us with FAX and E-mail numbers if they wish to have them published.

Recommendation 7: The Depository Library Council recommends that the Public Printer communicate to the Bureau of the Census the absolute necessity for 1990 Census block-numbered maps for Metropolitan Statistical Areas (MSAs), as a minimum, to accompany the 1990 Census data. The Depository Library Community will be unable to provide satisfactory research services, including economic development, planning and the like, without this essential spatial data. We further urge that technical innovations be investigated (i.e. CD-ROM) to provide these maps in a convenient and useable format.

Response: This recommendation was transmitted to the Bureau of the Census. The Director of the Bureau of the Census responded with a letter which is reproduced as Attachment A.

Recommendation 8: The Depository Library Council recommends to the Public Printer that the Library Programs Service conduct a review of the results of the shared cataloging portion of the DOE Pilot Project. This review should result in recommendations to Council on the potential for use of the COSATI records by the Government Printing Office as a basis for creating MARC records. Such a review should include both Depository Libraries participating in the Pilot Project and other Depository Libraries who use the cataloging information developed by the participating libraries.

Rationale: Since the 18,000 DOE documents that are provided to the Depository Library Program each year are not currently cataloged, it is important to evaluate the potential for conversion of the COSATI records to see if they can be used to facilitate GPO's cataloging of this material.

Response: GPO intends to evaluate findings of the Department of Energy as to the utility of the COSATI to MARC conversion. The evaluation will include consideration of the COSATI to MARC translation in the context of the GPO/DOE pilot project, as well as potential applicability to other agency documents cataloged in the COSATI format.

Recommendation 9: The Depository Library Council recommends to the Public Printer that the Library Programs Service proceed with the abridged cataloging proposal for technical reports and non-depository publications. The abridged record should include the technical report numbers (fields 027 and 088) when available. The Council further recommends that GPO remain flexible in their implementation of abridged cataloging for the non-depository publications, taking into consideration any unique fields necessary to provide adequate access to these materials in an on-line catalog.

Rationale: While Council recognized the desirability of full cataloging for these materials, it concurs with GPO in the necessity to clear the cataloging backlog that presently exists.

Response: As announced in Administrative Notes, Vol. 11, no 13, GPO has implemented abridged cataloging for the two lowest-priority categories of publications: technical reports and publications not distributed to depository libraries.

Recommendation 10: The Depository Library Council is deeply concerned about the numerous agency-produced CD-ROM products that are unavailable through the Depository Library Program and, therefore, recommends to the Public Printer that Library Programs Service should develop a list of these fugitive CD-ROMS for publication in Administrative Notes and, in addition, that GPO should more aggressively pursue these products for inclusion in the Depository Library Program.

Response: GPO is developing a plan for raising the visibility of the Depository Library Program within the Federal government. The major thrust of our efforts vis-a-vis the publishing agencies will be to familiarize them with the Program in general and their obligations under Title 44, and to describe the benefits of dissemination through the Program. Pursuit of electronic products will be dealt with in the context of this overall effort, as an acquisitions issue.

In light of the existence of several directories of electronic products*, which include products of the Federal government, GPO does not believe that the benefits of maintaining and publishing lists of Federally produced CD-ROMs are commensurate with the level of effort such an undertaking would require. Therefore, at this time, LPS does

not intend to undertake such a task.

However, LPS will attempt to keep abreast of lists and inventories being compiled by other organizations, and inform the depository library community of these efforts. For example, as part of the National Archives and Records Administration (NARA) contract described in the response to Recommendation 15, the Archives will "identify and build an inventory of automated databases..." GPO will be actively involved in NARA study, and will ensure that the depository library community is kept apprised of the progress of the inventory.

* The following CD-ROM directories were reviewed in the Sept. 1, 1990 issue of Library Journal (vol. 115, no. 14, pp. 194 ff)

The Directory of Portable Databases

CD-ROMs in Print 1990, an International Guide

The CD-ROM Directory: 1990

Optical Publishing Directory

Recommendation 11: The Depository Library Council recommends to the Public Printer that the GPO embrace the principles of the new "Guidelines for the Provision of Government Publications for Depository Library Distribution" and urges GPO to disseminate this document to the appropriate agencies.

Response: GPO has endeavored to make widespread dissemination of the Guidelines document. On June 21, 1990, it was distributed to all printing and publishing officials of the Federal Government as GPO Circular Letter 320. Copies have also been provided to members of the Public Printer's Interagency Council for Printing and Publications Services, and will be distributed to the Federal Publishers Committee. Additionally, the document will be used as a handout, as appropriate, for courses sponsored by the Institute for Federal Printing and Publishing, as well as being distributed by GPO staff on an ad hoc basis in the course of meeting with Agency officials.

Recommendation 12: The Depository Library Council recommends to the Public Printer that GPO reprint and distribute the index to the 1989 Periodical Supplement to the Monthly Catalog of United States Government Publications.

Rationale: The GPO did not include the indexing for the Supplement in the 1989 cumulative indexes. By the time notification reached the libraries, some had already discarded the monthly and semi-annual indexes on the assumption that it was included in the cumulative index. To provide a replacement for the discarded indexes would give the paid subscribers and Depository Libraries the ability to provide access to the periodicals

issued in 1989. It is standard practice for publishers who make a printing error of this severity to replace the defective product or offer some appropriate alternative to compensate the recipients.

Response: GPO has reissued the 1989 Periodicals Supplement index in both paper and microfiche.

Recommendation 13: The Depository Library Council recommends to the Public Printer that the Library Programs Service investigate the costs and feasibility for implementing and maintaining an Electronic Bulletin Board (EBB) communication service. It is requested that the findings of this investigation be fully reported to Council at the October 1990 meeting.

Rationale: An Electronic Bulletin Board service will result in the following benefits:

- timely notice to Depository Libraries of urgent information, such as computer virus, cataloging/classification and publication alerts;
- reduction in costs, labor and miscommunication by replacing multiple telephone calls and/or mailings with one bulletin board message;
- provision of computer files, such as shipping list information or electronic court opinions; and
- assurance that messages are received promptly and at the convenience of the recipient.

Response: GPO has formed a Task Force to investigate the cost, administrative and operational issues of implementing an electronic bulletin board. The findings of the Task Force will be presented to Council at the October 1990 meeting.

Recommendation 14: The Depository Library Council recommends to the Public Printer that GPO join a universal access electronic mail service, such as Internet, to enable Depository Libraries which presently have or wish to obtain electronic mail (E-mail) capability to communicate interactively with one another and GPO.

Rationale: Increased interactive electronic communication among the Depository Libraries and between GPO and the Depositories will have the following benefits:

- reduces time lag for responses to inquiries;
- alleviates problems associated with time zone differences; and

- promotes more frequent communication, thus reducing problems by providing a mechanism to react quickly.

Response: GPO will evaluate participating in a universal access electronic mail service in conjunction with the study described in the response to Recommendation 13.

Recommendation 15: The Depository Library Council continues to be concerned with the preservation of the master copies of all CD-ROM disks distributed through the Depository Library Program. Therefore, Council recommends to the Public Printer that GPO study the feasibility of obtaining the masters for future CD-ROMS and capability of the National Archives and Records Administration (NARA) to house them to meet archival standards.

Rationale: As with paper and microfiche formats, the Depository Library Council is concerned with archival preservation of government information in electronic formats. Storage of a duplicate CD-ROM disk is not adequate to ensure that data could be replicated or transferred to other media.

Response: The National Archives and Records Administration has recently contracted with the National Academy of Public Administration for "A Study of Major Automated Databases Maintained by Agencies of the U. S. Government." (see Attachment B). GPO will be an active participant in this study. LPS's preliminary assessment of this study is that it will significantly contribute to answering longstanding depository library community questions regarding archival preservation of information in electronic formats.

Recommendation 16: The Depository Library Council supports the efforts of the Public Printer and the Joint Committee on Printing to ensure that the Library of Congress publications are distributed through the Depository Library Program. Council recommends that the Public Printer inform the Librarian of Congress about the deep concern of the Depository Community regarding the necessity for including LC publications in the Depository Library Program. Council further requests that the Joint Committee on Printing determine if the Library of Congress is in compliance with the provisions of Title 44 and, if they are not, to inform the Librarian of Congress.

Rationale: As a Congressional agency, the Library of Congress should be urged to participate in a joint distribution effort for LC publications. The Depository Library Program is a Congressionally mandated program and is the appropriate vehicle to make these government publications widely available to users.

Response: This recommendation was referred to the Joint Committee on Printing. Senator Wendell Ford, in a letter dated July 13, 1990, responded:

The Joint Committee shares the Council's concerns about the availability of Library of Congress publications to the depository library program. As you know, we have urged the Library of Congress to establish

a Central Procurement and Printing Office to better facilitate their doing business with the Government Printing Office. Hopefully, actions taken by this Committee and GPO will improve the situation and result in greater communication between the two Agencies.

In addition, the Public Printer referred the question to the Librarian of Congress, who replied in part as follows:

As you know, Library of Congress publications are available through the Depository Library Program. However, cooperative publications, which the Library of Congress produces with non-Federal participants and sells through its Cataloging Distribution Service, are excepted from the depository system through 44 USC 1903. Along with other government agencies, we also publish using gift and trust funds which the Library may receive through 2 USC 156-160. Occasionally issues arise over application of the depository requirements to these types of publications. A review of our past correspondence indicates that these issues have been worked out on a case by case basis to the mutual satisfaction of the Public Printer and the Librarian of Congress. I am confident that we will continue to do so.





ATTACHMENT A
UNITED STATES DEPARTMENT OF COMMERCE
Bureau of the Census
Washington, D.C. 20233
OFFICE OF THE DIRECTOR

AUG 13 1990

Mr. Robert W. Houk
Public Printer
U.S. Government Printing Office
Washington, D.C. 20401

Dear Mr. Houk:

Thank you for your letter advising us of the recommendations of the Depository Library Council regarding 1990 census block-numbered maps.

The block-numbered maps from the 1990 census will be available to anyone who has an interest in them, at the cost of reproduction. Typically, copies ordered from the Census Bureau will be shipped from one of the Census Bureau's regional offices within two weeks after the order is received. We are ~~enclosing~~ a report that describes the data and map products that will be available from the 1990 census along with the procedure for how to obtain them (see pages 41, 42, and 45-47).

In addition to paper copies of the maps, the Census Bureau has announced, for more than two years, its plans to make its ~~automated geographic files~~ (the Topologically Integrated Geographic Encoding and Referencing (TIGER) Files) available on both ~~magnetic tape~~ and compact disk-read only memory (CD-ROM). To date, the Census Bureau has released two nationwide versions of the TIGER/Line file, the second of which is on CD-ROM; two more versions are planned for release, one from August through October of this year and a second (also on CD-ROM) from January through March 1991. We have offered this product to the Government Printing Office to make available to the Federal Depository Libraries.

More than 50 commercial firms offer software to process the TIGER/Line files on computers ranging from microcomputers to mainframes.

The Census Bureau shares the Depository Library Council's interest in having its 1990 census maps available in other formats as well, such as map images on CD-ROM. Staff has been working for the past 18 months to develop a suitable approach without success to date. If we are successful, this product also may be distributed through the Federal Depository Libraries

Mr. Robert W. Houk

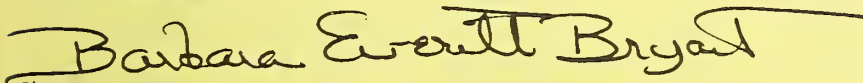
2

System. Work is continuing to provide such a product that will permit even wider use of this new information by data analysts. We will announce this product for public sale as soon as we achieve satisfactory results.

We would be pleased to discuss the issue of the Census Bureau's map distribution plans in greater detail with the Depository Library Council or any of its members. They can direct their questions to Gerard Iannelli, Chief, Data User Services Division on (301) 763-5820.

We appreciate the interest of the Depository Library Council in the 1990 census, and also thank you for your interest and concern.

Sincerely,

A handwritten signature in dark ink, reading "Barbara Everitt Bryant". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Barbara Everitt Bryant
Director
Bureau of the Census

Enclosure

National Archives



Washington, DC 20405

AUG 24 1990

The National Archives and Records Administration (NARA) has contracted with the National Academy of Public Administration (the Academy) for "A Study of Major Automated Databases Maintained by Agencies of the U.S. Government." For purposes of this study, major databases are those which are used by Federal agencies in support of mission functions and which contain sufficient volume and detail of data to have value for use independently of the purposes they serve in the agencies.

The study will focus on the retention, availability and accessibility of valuable information which could support future historical research. It will identify and build an inventory of automated databases, and define a set of criteria for NARA's use in appraising electronic databases. The study will be carried out by a panel of experts in the data gathering activities of the Federal government, in two phases.


In Phase I, the Academy will survey Cabinet departments and major independent agencies to identify the large databases used by those organizations for programmatic functions such as regulatory and monitoring functions, entitlement and benefit programs, management of public resources, oversight and scientific and technical research. In conducting this survey, the Academy will make full use of existing inventories prepared by government or private sources.

At this time we wish to request your agency's support in carrying out this important project. Please notify Eric Minkoff at the Academy, telephone number 347-3190, no later than August 30, 1990, of your designated contact to work with the Academy staff. We would anticipate the need to meet with information resources

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management staffs, records managers, and data center directors as well as appropriate program staffs during the course of this study. We fully understand the time this type of project requires and will commit to keeping demands on your staff to a minimum.

Sincerely,



DON W. WILSON
Archivist of the United States

A Study of Major Automated Databases Maintained by Agencies of the U. S. Government

The National Archives and Records Administration (NARA) has contracted with the National Academy of Public Administration (the Academy) for "A Study of Major Automated Databases Maintained by Agencies of the U. S. Government". For purposes of this study, major databases are those which are used by Federal agencies in support of mission functions and which contain sufficient volume and detail of data to have value for use independently of the purposes they serve in the agencies.

The study will focus on the retention, availability and accessibility of valuable information which could support future historical research. It will identify and review major automated databases and build an inventory for NARA's use in appraising electronic databases. The study will be carried out by a panel of experts in the data gathering activities of the Federal government, in two phases. In Phase I, the Academy will survey Cabinet departments and major independent agencies to identify the large databases used by those organizations for programmatic functions such as defense, law enforcement, regulatory and monitoring functions, entitlement and benefit programs, management of public resources, oversight and scientific and technical research. In conducting this survey, the Academy will make full use of existing inventories prepared by government or private sources. A capture methodology will be developed to assist NARA in maintaining a current inventory over time.

The survey will be conducted through a series of briefings and meetings with Agency officials, structured interviews and a questionnaire designed to capture information on potential archival and long term research value of the databases.

Following the data collection efforts, the Panel will select a number of representative databases for further review in Phase II of the study. Selection of the databases for further review will be based on the specific fields covered, their potential for long term research value, their issuance in preservable single or multiple formats, their present usage, and their potential for containing historically significant information. An inventory of the major automated databases identified in the study will be provided to NARA in machine readable format at the completion of Phase I.

Phase II of the study is designed to provide long-term value criteria for use by NARA in determining through Federal databases which should be considered of archival value and important to long-term research. Working with professional associations, expert teams in specific fields will be identified to review the selected databases to ascertain:

- the range of potential uses of the information
- the need to retain the entire database or only portions of it to satisfy potential demands for research
- the feasibility and difficulty of transferring the data to the National Archives

- any problems associated with trying to establish intellectual control over the data or provide access to it
- requirements for the preservation, processing and provision of access to the data
- the cost of maintaining a capacity to preserve, process and provide access to the data

The expert groups will define a set of criteria for the evaluation of long term value of the selected, as well as future, databases, and validate these criteria by applying them against the selected databases.

The expert groups will recommend a set of criteria to the Panel for its consideration before they are incorporated into a final report to NARA on the overall study.

ELECTRONIC DATABASES TO BE INCLUDED IN THE STUDY:

Those in support of mission related functions of Federal agencies, such as defense, law enforcement regulatory and monitoring functions, entitlement and benefit programs, management of public resources, oversight, and scientific and technical research.

Classified and restricted databases, but only unclassified descriptions and non-restricted information is to be provided for the inventory.

Data collections of statistical agencies and other agencies whose missions are to compile and analyze information, such as social and economic censuses and surveys; monitoring of the public health; and scientific and technical reference data.

EXCLUSIONS TO THE ELECTRONIC DATABASE STUDY

Housekeeping systems which support generic administrative functions such as

- payroll
- procurement and supply
- property management
- financial management, etc.

Exceptions to this categorical exclusion may be made for administration systems which contain information on important classes of entities or events, such as personnel records on foreign service officers, property management data on national forests, et al.

Bibliographic databases

Applications using ADP to monitor and track activities such as

- casework
- transaction processing
- project management
- correspondence tracking

when the basic record of the activity being tracked is recorded elsewhere. Tracking systems may be included in the study if they are parts of larger ADP systems which are included.

Regular, systematic earth observation systems. (These are being covered separately by NARA.)

EXAMPLES OF CATEGORIES OF POTENTIALLY PERMANENT ELECTRONIC RECORDS

Electronic records that replace records scheduled as permanent in another medium.

An example is the State Department's Automated Document System of Central Foreign Policy Files, consisting of both an index for locating documents and the text of telegrams, memorandums, and letters

Automated Indexes to permanent records.

Examples include the automated index to the Department of Interior's microfilmed records relating to the Trust Territory of the Pacific Islands, the automated index to the correspondence files of the Secretary of the Air Force, and an automated index to the records of the Presidential Commission on the Space Shuttle *Challenger* Accident.

Unique and important scientific and technical data resulting from controlled laboratory or field experiments.

Examples include data from the National Collaborative Perinatal Project, sponsored by the National Institutes of Health; and the Environmental Protection Agency's (EPA) Pesticide Product information data.

Management data that have Government-wide coverage or significance.

Examples include the Office of Personnel Management's study of Whistleblowing and the Federal Employee, 1980, and Survey of the Senior Executive Service, 1981; the Equal Employment Opportunity Commissions' Equal Employment Opportunity Surveys; and the Federal Awards Assistance Data System (FAADS), which contains quarterly data about Federal assistance to state, county, and local governments.

Socioeconomic data on such topics as trade, education, health, or behavior

Examples include the Department of Education's National Evaluation of the Emergency School Aid Act, 1973-76; the Office of Economic Opportunity's study of Poverty Neighborhoods in 105 Large Central Cities, 1970; the Bureau of the Census' Annual Import and Export Data Banks, 1964-, Census of Agriculture, 1949-; and EPA's Population at Risk Systems, containing data related to pollution and health.

Natural Resources data related to land, water, minerals, or wildlife:

Examples include the Minerals Management Service's Mineral Availability System, containing types and locations of mineral deposits, and its Royalty Accounting Schedule, 1981; and the President's Commission on the Coal Industry's Survey of Community Conditions in Coal Producing Areas, 1979.

Data that document military or civilian operations during times of war, civil emergency, or natural disaster.

Examples include the President's Commission on the Accident at Three Mile Island's Study of Behavioral Effects, 1979; and the Joint Chiefs of Staff's Combat Activities File, containing data on flight operations flown in Southeast Asia from 1965 to 1970.

Political or judicial data related to such topics as elections, special investigations, or court proceedings.

Examples are the Immigration and Naturalization Service's Naturalizations File, 1971-; and the Bureau of Justice Statistics' Census of Juvenile Detention and Correctional Facilities.

Cartographic data used to map the earth's surface, other planetary bodies, or the atmosphere.

An example is the National Oceanic and Atmospheric Administration's Hydrographic Nautical Chart Data Base, 1970-.

National security and international relations data that document such activities as strategic or foreign policy assessments, foreign public opinion, or international negotiations.

An example is the United States Information Agency's General Population Surveys of International Political Issues, 1972-.

NATIONAL ACADEMY OF PUBLIC ADMINISTRATION

PANEL ON

FEDERAL ELECTRONIC DATABASES

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Whatever Happened To . . . ? ? ?

AN 71 - #22-10/31/90

Date September 20, 1990

1990-10

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<u>Class no.</u>	<u>Item no.</u>	<u>Status</u>
A 94.14:	0040-A-05	<p><u>Inventory of Agricultural Research Fiscal Year 1985, 1986, and 1988</u></p> <p>LPS has been informed by the Agriculture Department that the 1987 issue of this publication will not be sent to depository libraries, as they cannot supply a copy, but the other three years 1985, 1986, and 1988 will be sent in microfiche, in the very near future.</p>
C 55.416/10:W 63/989	0192-A-11	<p><u>Wichita Sectional Aeronautical Chart, 43rd Edition, November 16, 1989</u></p>
C 55.416/10:Se 1/990	0192-A-11	<p><u>Seattle Sectional Aeronautical Chart, 38th Edition, January 11, 1990</u></p> <p>Rain checks for these two publications will not be filled, as the agency cannot supply additional copies and LPS cannot reprint under provisions of title 44, U.S.C. section §1903.</p>
D 5.416:7	0378-H-05	<p><u>Understanding Soviet Foreign Policy, McNair Papers No. 7, April 1990</u></p> <p>NDU has informed LPS that they cannot supply additional copies of this publication, and rain check shortages will not be filled, under provisions of title 44, U.S.C. section §1903, we cannot reprint this publication.</p>
EP 1.21/6-2:989/2	0431-I-39	<p><u>ORD Publications Announcement, April-Sept. 1989</u></p> <p>LPS has been informed by the Environmental Protection Agency that they cannot supply copies of this publication, as their supply is exhausted and LPS cannot reprint, under provisions of title 44, section §1903.</p>
HE 20.8013:15/9	0497-D-06	<p><u>ADAMHA News, Vol. 15, No. 9, November-December 1989</u></p> <p>ADAMHA has informed LPS that there was only nine issues of this publication printed for 1989.</p>

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Whatever Happened To . . . ? ? ?

Date September 20, 19901990-10Page 2 of 2

<u>Class no.</u>	<u>Item no.</u>	<u>Status</u>
Ju 2.9:	0743-D	<u>Seventh Circuit Digest</u> The Administrative Office of U. S. Courts has informed LPS that although this publication is listed in the List of Classes as a monthly publication, there was only nine issues released in 1988 and 10 issues in 1989, some months were combined.
L 2.101:990/2	0768-M	<u>U.S. Department of States Indexes of Living Costs Abroad Quarters Allowances, and Hardship Differentials, April 1990</u> The Department of Labor has informed LPS that they cannot supply the April 1990 issue for this publication as they are exhausted, and we will not reprint since the July 1990, issue supercedes the April issue, and it has already been released.
T 17.2:T 67/989	0950	<u>U. S. Customs Service Trademark Information for Travelers, January 1989</u> LPS has been informed by the Customs Service that they cannot supply the January issue so rain check shortages will not be filled, but the May 1990, issue supercedes the January issue, and we will not reprint.
T 22.44/2:1137/989	0964-B	<u>Toll Free and Tele-Tax Telephone Numbers, IRS Publication 1137 (11-89)</u> IRS has informed LPS that they cannot supply additional copies of this publication, and it cannot be reprinted under provisions of title 44, section §1903, no rain check shortages will be filled.
** I 33.5/2:	0617-A	<u>Decisions on Geographic Names in the United States</u> The last quarterly issue of this publication was the October-December 1989 issue, no 1990, issues were printed, this publication is now printed annually, and the next issue will be for January 1991.

Update to the List of Classes AN-v11-#22-10/31/90

Date 9-28-90

1990-12

Page 1 of 3

Class no.	Item no.	Change/Notice
A 17.28:	0095-A-02	AIC (Aquaculture Information Center) series (P), will be added to item number 0095-A-02.
A 57.46/13:	0102-B-02	Alaska Snow Surveys and Federal State Private Snow Surveys, title has changed to Alaska Federal State Private Cooperative Snow Surveys Basin Outlook Reports.
A 82.98:	0024-G-03	Warehouses Licensed Under U.S. Warehouses Act (annual) (P), due to reorganization in agency this class is switched from A 88.56:. The item number will remain 0024-G-03.
A 88.16/4:	0024-C-02	Livestock, Meat, Wool Market News, Weekly Summary and Statistics, format has changed from P to MF.
A 93.17/7-5:	0042-E	U.S. Agriculture Trade Update (monthly) (MF), will be added to item number 0042-E.
C 55.196:	0276-B	N.M.C. Performance Summary, title has changed to N.M.C. Seasonal Performance Summary.
C 55.336:	0616-K-02	Council Memorandum (monthly) (MF), this publication has been discontinued because of budget cuts.
D 103.126:	0334-A-31	The Environmental Update (quarterly) (P), will be added to item number 0334-A-31.
ED 1.18/6:	0460-C-02	Library Programs, Library Programs for the Handicapped (P), will be added to item number 0460-C-02.
ED 1.33/5:	0461-D-08	A.L.L. Points Bulletin (bimonthly) (P), will be added to item number 0461-D-08.
ED 1.400:		Elementary and Secondary Education Bureau, name has changed to Elementary and Secondary Education Office.

Update to the List of Classes

Date 9-28-901990-12Page 2 of 3

Class no.	Item no.	Change/Notice
EP 1.21/6-2:	0431-I-39	ORD Publication Announcement (quarterly) (P), frequency has changed to irregular.
EP 7.6:	0473-C-02	Technology Transfer, The Bridge Between Research and Use (P), title has changed to Technology Transfer.
GS 2.17:	0558-A-03	Marketips (P), format has changed to MF.
I 33.5/2:8905	0617-A	Decisions on Geographic Names in the United States (quarterly), frequency has changed to annual.
J 24.1/3:	0967-C	Annual Statistical Report FY, will no longer be sent to depository. This publication is now considered by the agency to be for internal use only.
J 24.18/3:	0968-F	Quarterly Statistical Report, will no longer be sent to depository. Publication is now considered for internal use only by the agency.
J 32.17:	0718-A-17	OJJDP Annual Report on Missing Children (MF), will be added to item number 0718-A-17.
Ju 10.1/2:	0728	Reports of the Proceedings of the Judicial Conference of the U.S. and the Administrative Office of the U.S. Annual Report, will no longer be sent to depository. This publication is now being supplied by a private publisher.
L 38.11/2:	0637-J	New Publications (quarterly) (P), will be added to item number 0637-J.
NAS 1.21:7041	0830-J-04	Earth Resources, A Continuing Bibliography with Indexes (quarterly) (P), has been discontinued with the Oct. 1989 issue.

Update to the List of Classes

AN-v11-#22-10/31/90

Date 9-28-90

1990-12

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Class no.	Item no.	Change/Notice
NS 1.53:	0834-T	Scientific and Engineering Research Facilities at Universities (biennial) (MF), will be added to item number 0834-T.
T 1.28:	0924-A	Treasury Telephone Directory, frequency has changed to Semi-annual.
T 17.18:	0948-C	Countervailing Duty & Antidumping Case Reference List (quarterly) (MF), has been discontinued.
T 17.19:	0950-H	Current Listings of Carrier's Bonds (quarterly) (MF), has been discontinued
T 17.19/2:	0950-H	Current Listing of Aircraft Bonds (P) (quarterly), has been discontinued.
T 22.50:	0964-D	Exempt Organizations Current Developments has been discontinued.
T 63.124:	0928-A	Newsgram (irregular)(P), has been discontinued.
Y 1.2/9:	0998-E	History in the House (irregular) (P), has been discontinued.

Update to the List of Classes

Date 10-1-901990-13Page 1 of 3

Class no.	Item no.	Change/Notice
A 57.46/4:	0102-B-28	Nevada Water Supply Outlook and Federal State Private Cooperative Snow Surveys (monthly) (MF), title has changed to Basin Outlook Reports Nevada.
A 57.46/18:	0102-B-31	New Mexico Water Supply Outlook and Federal State Private Cooperative Snow Surveys (monthly) (MF), title has changed to Basin Outlook Reports New Mexico.
A 93.46/2:	0024-C	Livestock and Poultry Update (monthly) (MF), will be added to item number 0024-C.
C 3.158:M28B	0142-A	Inorganic Fertilizer Materials and Related Products, title has changed to Fertilizer Materials.
D 1.33/5-2:	0304-D	Index of DCAA Memorandums for Regional Directors (MRDs) (quarterly) (MF), relpases D 1.33/5:. The item number will remain 0304-D.
D 7.32/2-2:	0314-T	HMTC Abstract Bulletin (quarterly) (MF) will be added to item number 0314-T.
D 103.20/8:	0334-A-31	Digital Data Digest (quarterly) (P), will be added to item number 0334-A-31.
E 3.1/a:	0429-J-01	Discontinued.
E 3.1/a-2:	0429-J-01	Discontinued.
E 3.1/4-2:	0429-J-01	Discontinued.
E 3.11/2-3:	0435-E-11	Discontinued.
E 3.11/2-4:	0429-T-47	Discontinued.
E 3.11/2-5:	0429-T-45	Discontinued.
E 3.11/7-4:	0435-E-22	Discontinued.
E 3.11/7-5:	0435-E-22	Discontinued.
E 3.11/7-6:	0435-E-26	Discontinued.
E 3.11/9-2:	0435-G	Discontinued.
E 3.11/18:	0435-E-20	Discontinued.
E 3.11/20-2:	0435-H	Discontinued.
E 3.16:	0438-A	Discontinued.
E 3.17/5:	0429-T-25	Discontinued.
E 3.19/3:	0435-E-28	Discontinued.
E 3.22:	0429-T-32	Discontinued.

Update to the List of Classes

ANv11-#22-10/31/90

Date 10-1-90

1990-13

Page 2 of 3

Class no.	Item no.	Change/Notice
E 3.23:	0429-T-42	Discontinued.
E 3.25/2-2:	0431-J-02	Discontinued.
E 3.26:	0429-T-43	Discontinued.
E 3.26/2:	0429-T-44	Discontinued.
E 3.26/3:	0429-T-43	Discontinued.
E 3.26/7:	0429-T-44	Discontinued.
E 3.27/5:	0429-T-49	Discontinued.
E 3.35:	0429-J-02	Discontinued.
E 3.46:	0435-E-31	Discontinued.
E 3.46/2:	0435-E-31	Discontinued.
E 3.11/20-4:	0435-H	International Oil and Gas Exploration and Development Activities (quarterly) (P), format has changed to MF.
E 3.17/4-2:	0429-T-25	Historical Plant Cost and Annual Production Expenses for Selected Electric Plants, title has changed to Electric Plant Cost and Power Production Expenses (annual). The item will remain 0429-T-25.
ED 1.328/3:	0455-G-09	E.D. Tabs (series) (P), will be added to item number 0455-G-09.
HE 3.75:	0516-M	Income of the Population 55 and Over, title has changed to Income of the Population 55 and Older.
HE 20.3224:	0507-E-13	Minority Programs of the National Heart, Lung, and Blood Institute (annual) (MF), will be added to item number 0507-E-13.
I 19.91/2:	0619-G-08	Circum-Pacific (CP) Map Series (P), will be added to item number 0619-G-08.
I 53.50:	0629-E-02	Resource Management Plan Annual Update (MF), will be added to item number 0629-E-02.
MS 1.15:	0290-K-03	A Study of MSPB Appeals Decisions, title has changed to A Study of Cases Decided by the MSPB in FY.

Update to the List of Classes

Date 10-1-901990-13Page 3 of 3

Class no.	Item no.	Change/Notice
NS 1.28/3:	0834-C-11	A Monthly Report on Selected Congressional Activities (P), title has changed to Report on Selected Congressional Activities. The format has changed to MF and the frequency has changed from monthly to Bi-monthly.
P 1.47:	0837-N	Memo to Mailers, format has changed to MF.
S 1.3/4:	0863	Visa Bulletin (monthly) (P), will be added to item number 0863.
S 1.71/4-2:	0877-C	Current Policy Digest has been discontinued.
SBA 1.46:	0901-B-09	Outreach (quarterly) (P), will be added to item number 0901-B-09.
T 22.2/15:7578/	0956-J	CATP News (quarterly) (P), has been added to item number 0956-J.
T 71.21:	0597-A-02	Monthly Thrift Supervision (P), will be added to item number 0597-A-02.
TD 4.9/2:	0431-A-55	FAA World, is now considered to for internal use only and will no longer be sent to depository.
TD 5.3/2:	0931-A-01	AIDS to Navigation Bulletin (P), format has been changed to MF.
TD 5.3/3:	0931-A-16	Electronic Systems Information Bulletin (P), format has been changed to MF.
Y 3.N88:49/	1051-H-37	News Reviews Comment, is now considered for internal use only and will no longer be sent to depository.
Y 3.N88:51/	1051-H-26	Its News (P), format has been changed to MF.
Y 3.T25:48/	1082-A	Division of Fossil and Hydro Power Monthly Report, title has changed to Power Production Monthly Report.

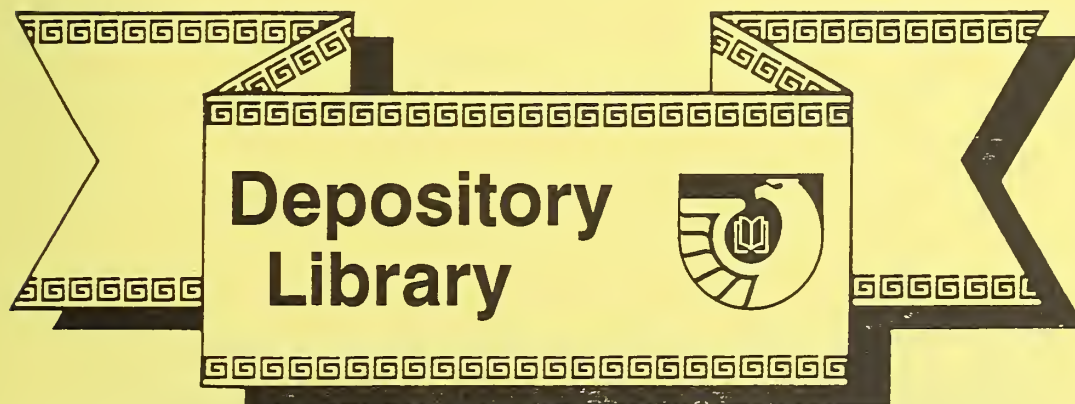
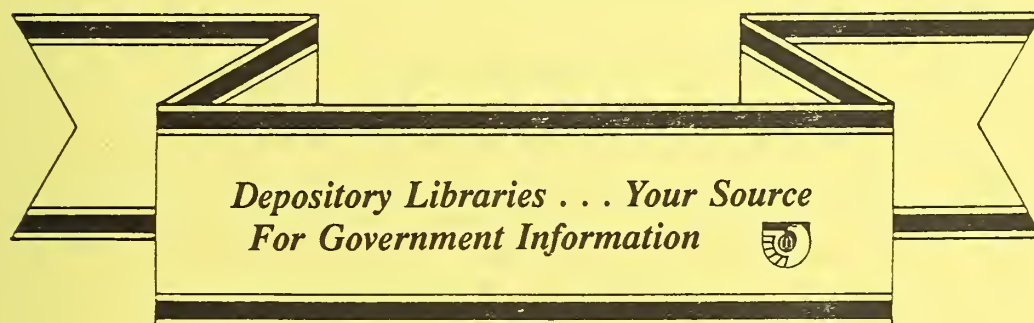
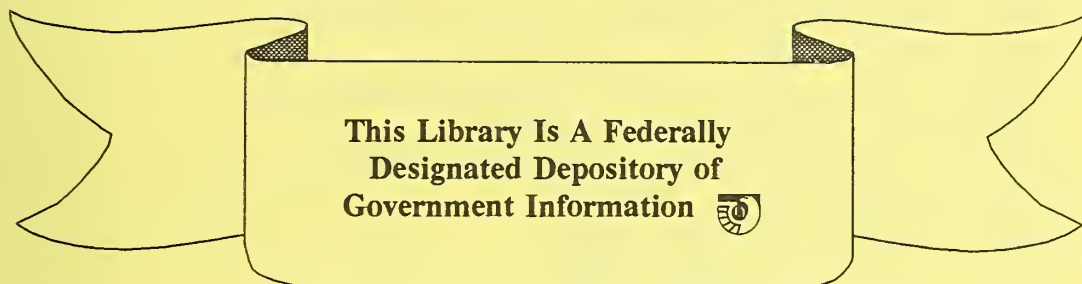


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